DocSta
INSTITUTE

BROCHURE

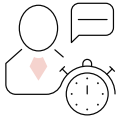
About Us

Established under the Patronage of the Private Office of Highness Sheikh Mohamed Bin Ahmed Bin Hamdan Al Nahyan, Docsta Institute is an all-in-one solution for all those who are seeking professional training, hands-on technical courses, and getting job- ready skills delivered by globally renowned faculties.

175K+
Professional Learners

1200+
Subject Matter Experts

120+
Corporate Clients



160000+
Learning Hours

20+
Accreditations & Associations

100%
Satisfied Students

Mission

To raise the bar of excellence in multiple professional fields and empower the workforce of UAE with the latest knowledge & skills to build world-class professionals and businesses.

Vision

To become the supreme name in creating the most efficient & effective trained professionals that will add value and strength to the economy of UAE. To be the ultimate solution for all those who desire to accelerate their career and businesses.

Our Values

We Offers

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Our Learning Model

Live Online
Learning

Docsta LMS
Learning

E-Learning
Modules

DocSta Classroom
Training

On-Site
Training

Course Sectors

- Management & Leadership
- Human Resources
- Digital Transformation
- Supply Chain & Operations
- Facility Management
- Engineering & Maintenance
- Design Architecture
- Sales & Marketing
- IT & Programming
- Banking Finance Accounting
- Media & Communication
- Health & Safety
- Administration
- Languages
- Quality Management
- Procurement & Contracts
- Project Management
- Security Services
- Psychology & Behavioural Sciences
- Risk Management

20+ Industries

We offer an array of premium certified programs facilitated by a distinguished team of trainers, providing leading global organizations with cutting-edge knowledge to gain a competitive edge.

Unique Learning App

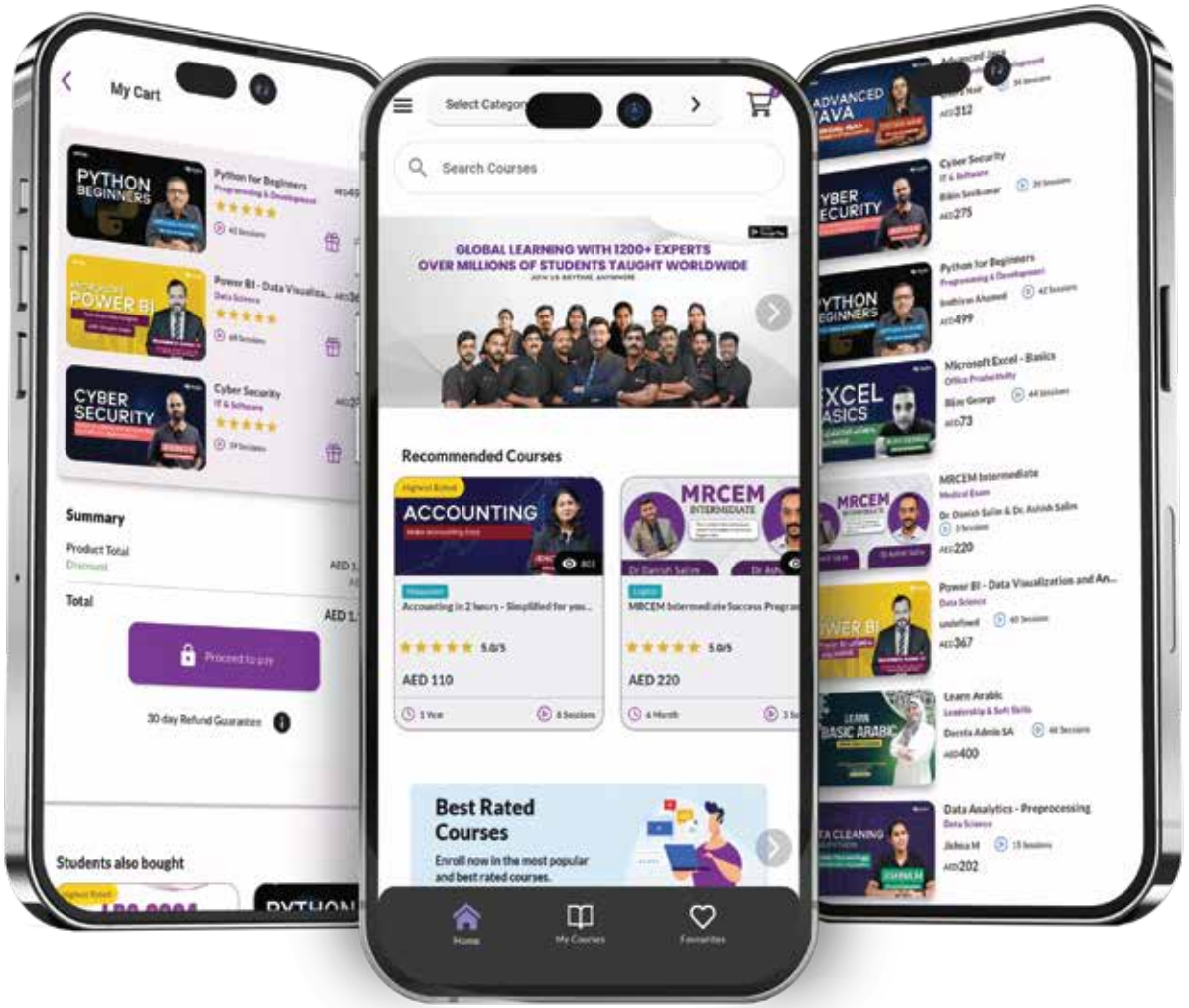
On-Demand Training for Your Staff

Utilize Ready-Made E-Learning Infrastructure with
Our Learning Management System & App

- Easy to Use
- Accessible Anytime
- Fast and Responsive
- Simple, Clear Content
- Interactive and Engaging

Available on the App Store

GET IT ON Google Play



Our Courses

Business Management & Strategy

01 Business Profitability Boosters

Digital Marketing & Social Media Management
Customer Experience and Service Design
Entrepreneurship and Start-up Management
Crisis Management and Business Continuity Planning
Gamification and Game Design
Content Creation and Storytelling

02 Business & Personal Excellence 2.0

Kaizen: Boost Business Success with Continuous Improvement
Lean Six Sigma: Optimize Processes and Reduce Waste
Agile Scrum: Master Efficient Project Management Techniques
Design Thinking: Innovate with Customer Centered Problem Solving
Total Quality Management (TQM): Enhance Customer Satisfaction and Control Quality
Mindfulness-Based Stress Reduction (MBSR): Improve Workplace Wellbeing and Productivity
Conflict Resolution: Master Effective Techniques for Workplace Harmony
Theory of Constraints: Optimize Processes and Maximize Output
Appreciative Inquiry: Foster Positive Change and Growth in organizations
The SMART Framework: Set and Achieve Goals Effectively
The Six Thinking Caps: Mastering Critical and Creative Thinking
Maximizing Your Potential: A Course on Personal Effectiveness
Mastering Your Time: A Comprehensive Course on Time Management
Mental Agility Mastery: A Course on Improving Cognitive Function
The Power of Communication: A Course on Business Communication Skills
The Stress-Free Zone: A Course on Creating Calm in Your Life
Neuroscience for Marketers: A Course on Influencing Consumer Choices
The Art of Keeping Your Best Employees:A Retention Course
The Resolution Pro: A Comprehensive Course on Conflict Resolution Techniques
Customer Relationship Management (CRM): Build Stronger Relationships & Enhance Satisfaction
Balanced Scorecard: Align Strategy and Objectives for Organizational Success
Maslow's Hierarchy of Needs: Motivate for Effective Leadership and Management
Strengths-Based Development: Build High Performance and Engagement
The Toyota Way: Achieve Operational Excellence with Continuous Improvement
The Deming Cycle (PDCA): Implement Continuous Improvement in Business Processes
The Eisenhower Matrix: Prioritize Tasks for Increased Productivity
The Pareto Principle: Focus on High-Impact Activities for Greater Results
The Johari Window: Enhance Self-Aware- ness and Communication Skills

03 Sales & Marketing

- Be a Best Real Estate Agent in 5 days
- Advanced Selling Skills Course
- CRM – Customer Relations Management Skills Course
- Client Relation Management Course
- Sales negotiation skills
- Become an Expert in Sales - Sales Pitching Course
- Sales Funnels & Closing
- 35 Pricing Models to accelerate sales
- Sales Skills Techniques
- Building Relationships for Success in Sales
- Sales and Service Alignment

04 Innovation & Creativity

- Innovation and Innovation Thinking
- Design Thinking
- Creativity at Work: A Short Course
- Designing Growth Strategies
- Building a Culture of Innovation
- Brainstorming Tools
- Ideation Techniques
- Telling Stories That Stick

05 Data Science & ERP

- SAP PP Course
- Fundamentals of Data Science
- Data Analytics using Power BI Course
- SAP FICO Course
- SAP MM Course

06 Project Management & Strategy

- Project Planning and Execution
- Project Management Professional (PMP) Course
- Logistics & Supply Chain Management (CLSCMP) Course
- Agile Project Management
- Leading and Managing Change
- Business Plan Development and Implementation
- Strategy Plan Development and Implementation
- Project Management Skills for Leaders
- Six Sigma Methodology
- Lean Six Sigma Principles
- Managing Project Risks and Uncertainties
- Process Mapping and Optimization
- Quality Management Systems
- Change Management in Projects
- Stakeholder Management in Projects
- Project Management for Complex Projects

07 Finance & Business Acumen

- Financial Management Basics
- Business Analysis for Managers
- Budgeting and Cost Control
- Financial Statement Analysis
- Strategic Financial Planning
- Risk Management for Business Professionals
- Business Intelligence in Strategy
- Understanding Organizational Finances
- Investment Strategies for Professionals
- Business Acumen for Project Managers

08 Human Resources & People Management

- HR Policies and Procedures Development
- Strategic Human Resources Management
- HR Administration Skills
- HR Skills for Non-HR Professionals
- Performance Management and Succession Planning
- Managing Employee Performance
- Motivating Your Workforce
- Employee Engagement and Loyalty

09 Organizational Skills

- Delegation and Empowerment
- Creative Problem Solving and Innovation
- Strategic Project Planning and Execution
- Process Improvement and Lean Principles
- Risk Management
- Supply Chain and Inventory Control Management

10 Ethics & Compliance

- Business Ethics and Corporate Responsibility
- Workplace Diversity and Inclusion
- Ethical Decision Making
- Compliance Training for Professionals
- Privacy and Data Protection
- Managing Ethical Dilemmas in the Workplace
- Professional Conduct and Code of Ethics
- Anti-Bribery and Corruption Practices
- Legal and Regulatory Compliance

11 Customer Service & Relationship Management

- Customer Service Excellence
- Building Customer Relationships
- Effective Complaint Handling
- Customer Retention Strategies
- Customer Experience Management
- Managing Difficult Customers
- Creating a Customer-Centric Culture
- Customer Success Management
- Building Customer Loyalty
- Customer Advocacy
- Customer Insights and Consumer Analytics for Organizations
- Effective Presentation and Public Speaking Skills
- Communication in a Virtual Environment
- Assertiveness and Self-Confidence for Professional Success
- Cross-Cultural Communication
- Influencing and Persuasion Skills
- Active Listening and Feedback

Technology & IT

12 AI & Data Management

- Big Data Management and Governance
- Augmented Intelligence Human & Machine Collaboration

13 Programming & Designing

- Artificial Intelligence (AI)
- Young Tech Innovators: Introduction to Robotics, Coding, and Game Design
- Python Course
- Virtual and Augmented Reality (VR/AR)
- Fundamentals of Coding and Microsoft for kids
- ASP.NET Course
- Machine Learning
- Advanced Java Course
- Website Designing Course
- C++ Course

14 Technology 2030

- Digital Ethics and Responsible Innovation
- Blockchain for Supply Chain Management
- Virtual and Augmented Reality
- Cybersecurity and Ethical Hacking
- Robotics and Automation
- Blockchain and Cryptocurrency Nanotechnology

15 IT & Networking

- Microsoft Sql Server Dba Course
- Tableau Course
- CCNA Preparation Course
- ITIL V4 Foundation Course
- 3ds Max
- Firebase Course
- Flutter development course for beginners
- Angular course for beginners
- Full Stack Development
- React.Js for beginners
- AutoCAD CIVIL 2D & 3D Courses
- Sketchup
- Revit
- Vray
- Lumion
- Game Development
- REST API Course
- Adobe Photoshop Course
- Adobe After Effects Course
- Adobe Indesign Course
- Adobe Illustrator Course

Leadership & Employee Development

16 Professional Ethics and Integrity

- Ethical Leadership and Values-Based Management
- Integrity in Professional Practice
- Building an Ethical Culture
- Ethics and Compliance Training
- Ethical Dilemmas and Conflict Resolution Ethics in a Digital Age

17 Communication and Interpersonal Skills

- Business Communication & Interpersonal Skills
- Presentation & Public Speaking
- Business Etiquette for Business Success
- Body Language
- Excellence in Presentations & Public Speaking Skills
- Emotional Intelligence: Strategies for Success
- Conflict Management
- Effective Listening
- Interpreting Body Language
- Voice modulation in effective communication
- The art of storytelling

18 Leadership and Management Skills

- Managerial & Supervisory Skills
- Strategic Thinking & Strategic Planning
- Problem Solving and Decision Making
- Emotional Intelligence
- Leadership Excellence Skills
- Negotiation Skills
- Performance Management & Succession Planning
- Employee Welfare & Employee Relations
- Staff Motivation & Delegation and Empowerment
- Team Building
- Management Skills and Techniques for Engineers
- Performance Management to Maximize Results for Business Managers
- Emotional Intelligence for Leaders
- Coaching and Mentoring

19 Employee Skill Accelerators

- Cross-Cultural Communication and Diversity & Inclusion
- Resilience and Self-Awareness
- Adaptability and Flexibility
- Agile and DevOps Methodologies
- Virtual Collaboration and Communication
- Design Thinking and Innovation
- Cultural Intelligence and Diversity Training

20 Training and Development

- Train the Trainer: From Design to Delivery
- Instructional Design Principles
- Facilitation Skills for Trainers
- Training Needs Assessment and Analysis
- Learning and Development Strategies
- e-Learning Design and Development
- Measuring Training Effectiveness
- Coaching Skills for Trainers
- Gamification in Training
- Diversity and Inclusion Training

21 Professional Skills & Career Development

- Professional Networking for Career Starters
- Personal Branding and Career Success
- Effective Presentation Skills
- Business Writing Skills
- Financial Wellness: Managing Personal Finances
- Effective Interviewing Techniques
- Building a Successful Career in Project Management
- Building Your Visibility as a Leader

22 Personal Development and Well-being

- From Chaos to Calm: Time and Stress Management Mastery
- Stress & Time Management Skills
- Developing Assertiveness & Self-Confidence for Professional Success
- Happiness and Positivity
- Developing a Learning Mindset
- Building Resilience
- Building Self-Confidence
- Overcoming Perfectionism
- Overcoming Procrastination
- Mindfulness Practices
- Managing Depression in the Workplace
- Prioritizing Tasks for Maximum Impact
- Building Accountability into Your Culture
- Work-Life Balance
- Mindfulness and Meditation Practices
- Self-Care and Self-Reflection
- Goal Setting and Personal Growth
- Health and Safety in the Workplace
- Ergonomics and Office Wellness
- Nutrition and Healthy Habits
- Fitness and Exercise for Professionals
- Workforce Wellness and Employee Well-being

23 Professional Ethics and Integrity

- Business Ethics and Conduct
- Ethical Decision-Making in the Workplace
- Corporate Governance Principles
- Ethical Leadership and Values-Based Management
- Ethical Issues in Business
- Integrity in Professional Practice
- Building an Ethical Culture
- Ethics and Compliance Training
- Ethical Dilemmas and Conflict Resolution
- Ethics in a Digital Age

Language Development

24 Language Courses

- Spoken Arabic
- IELTS Course
- OET Course
- TOEFL Course
- Spoken English for Arabic Speakers

Office & Productivity

25 Administrative and Office Management

- Fundamentals of Admin & Office Management
- Effective Communication and Interpersonal Skills
- Time Management
- Planning Skills
- Organizing Skills
- Business Ethics
- Procurement and Contract Management
- Warehouse & Inventory Control Management
- Effective Report Writing
- Effective Meeting Management & Minutes Taking Skills
- Technical Writing Skills
- Powerful Business Presentation
- Certified Administration & Office Management Professional
- Executive / PA Masterclass
- Professional Secretarial & Administration Skills
- Corporate Social Responsibility (CSR)
- Public Relations Professional
- Crisis Communication Skills
- Events and Conferences Management

26 Office Productivity

- Microsoft Excel Course
- Microsoft Word Course
- Microsoft Access Course
- Power BI Course
- Microsoft Project Course
- Microsoft VISIO Course
- Microsoft Outlook Course
- Excel VBA Course

Medical, Health & Safety

27 Health & Safety

- Highfield Level 2 International Award in Health and Safety in the Workplace
- First Aid CPR AED Course
- Highfield Level 3 International Award in Emergency First Aid & Use of an AED with CPR for all Ages Course
- Highfield Level 1 International Award in Work at Height
- Highfield Level 2 International Award in Basic Life Support and Use of an AED Course
- Highfield Level 3 International Award in Emergency First Aid at Work and Use of an AED Course

28 Medical Courses

- Adult Airway Management
- Comprehensive Trauma Management Course
- ABG Interpretation
- Medical Leadership
- CME Courses (Continued Medical Education)
- DoH accredited
- CPHQ (Certified Professional in Healthcare Quality) Prep Course
- ECG Interpretation
- Basic -Infection Control Practice

Featured Clients

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